

Transition Conference Guide Steps



1. **PUSD Letter** with **DDD Release of information** form sent home
2. No ROI = phone call home
3. Once the teacher received the DDD ROI, names were given to the DDD Employment Specialist for the support coordinator's contact information (emails and phone #'s)
4. Sent an email and **Outlook meeting notice** to all DDD support coordinators
 - DDD support coordinators need a 60-day window to schedule meetings
 - If support coordinator had multiple students in our program meetings were scheduled back to back
5. Sent an email and Outlook meeting notice to the TSW Rehabilitation Specialist (VR)
 - Met individually with TSW Rehabilitation Specialist to discuss purpose and their role in the meeting
6. Sent out guardian/student meeting notice and letter
 - Made phone calls home as needed to further explain the purpose of the conference
7. When guardian/student confirmed the conference day and time the teacher called all the DDD Support Coordinators and reconfirmed the conference days and times
 - Teacher was able to personally contact all DDD support coordinators and further explained the purpose of the conference